

**Checklist for M.S. in Educational Technology**  
**Option: School Library Media Specialist Certification**

<http://edtech.okstate.edu>

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Maiden: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

e-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Position/School: \_\_\_\_\_ CWID: \_\_\_\_\_

Date Completed	Task	Other Information
_____	Apply for admission to OSU Graduate College online at <a href="http://gradcollege.okstate.edu/new_student/">http://gradcollege.okstate.edu/new_student/</a>	
_____	<b>Meet School of Educational Studies graduate admission criteria:</b>	
_____	1) Grade point average >3.00 in a Bachelors degree from an accredited institution	Entering GPA
_____	2) Statement of Professional Goals (The admission committee looks for writing ability and a fit between your goals and the program)	Submit items 2-3 to:
_____	3) Three letters of recommendation providing information related to past academic ability, potential for graduate study, and writing ability.	sandra.k.ireland@okstate.edu, 325V Willard Hall, Stillwater, OK 74078, (405) 744-9483
_____	Provisional Admission: Admission on a provisional basis may be possible. Students admitted on a provisional basis should not take more than nine credit hours during the first semester. Students admitted on a provisional basis will be reviewed for full admission by Educational Technology faculty prior to enrollment in the second semester.	
_____	To enter this program, you need to have a current teaching certificate. Record here your certificate information.	Certificate Area/Level:

_____	Obtain your OSU username and password at <a href="http://okey.okstate.edu">http://okey.okstate.edu</a> . These will be used for accessing e-mail, logging onto the OSU network, accessing Digital Library Services, and using the Online Classroom ( <a href="http://oc.okstate.edu">http://oc.okstate.edu</a> ).	
_____	Sign up for the Library Media @ OSU Listserv sign up and archives: <a href="http://www.lsoft.com/scripts/wl.exe?SL1=LM-OSU&amp;H=LISTSERV.OKSTATE.EDU">http://www.lsoft.com/scripts/wl.exe?SL1=LM-OSU&amp;H=LISTSERV.OKSTATE.EDU</a> Join our Facebook Group: Ed Tech @ OSU Join the Educational Media & Technology Student Association at <a href="http://campuslink.okstate.edu/organization/EMT">http://campuslink.okstate.edu/organization/EMT</a>	
_____	Complete the "Admission to Professional Education" form (available from the Professional Education Office, 325 Willard)	Committee Members:
_____	Using the courses listed below and the "Course Schedule" link at <a href="http://edtech.okstate.edu">http://edtech.okstate.edu</a> , complete a Plan of study form (downloadable from <a href="http://gradcollege.okstate.edu/download/plansforms.htm">http://gradcollege.okstate.edu/download/plansforms.htm</a> )	_____
_____	<b>Students must maintain a cumulative GPA of 3.0 or better with no grade of D or F or more than one C in a course.</b>	_____

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Date Completed	Task	Other Information
	<b>Common Core 15 hours</b>	<b>Grades</b>
_____	EDTC 5203 Foundations of Educational Technology	_____
_____	EDTC 5103 Advanced Computer Applications in Education	_____
_____	EDTC 5113 Digital Media Production	_____
_____	EDTC 5773 Instructional Systems Management	_____
_____	LBSC 5613 Library Networks and Databases	_____
	<b>Research &amp; Inquiry Requirement 3 hours</b>	
_____	REMS 5013 Research Design & Methodology	_____
	<b>Option Area: School Library Media Certification 12 hours</b>	
_____	LBSC 5013 Library Media Center in the Schools	_____
_____	LBSC 5113 Selection of Print and Non-Print Materials	_____
_____	LBSC 5413 Cataloging and Classification	_____
_____	LBSC 5823 Administration of School Library Media & Technology Programs	_____
	<b>Electives or Thesis 6 hours</b>	
_____	CIED 5353 Literature for Children, Adolescents and Adults	_____
_____	(Suggestions: EDTC 5720 Education Workshop: Creativity & Innovation in Ed Tech, EDTC 5720 Education Workshop: Online Instruction, EDTC 5720 Education Workshop: Games & Simulations in the Classroom, CIED 5183 Media Literacy across the Curriculum)	_____

_____	Complete the graduation process at the end of the semester prior to the semester you plan to graduate. (Details available at <a href="http://gradcollege.okstate.edu">http://gradcollege.okstate.edu</a> )	_____
_____	Complete and present a professional portfolio (end of final semester)	_____
_____	Sign up for and take comprehensive exams (A study guide is posted on the program website.) The comprehensive exam consists of four questions to write on -- two in the morning and two in the afternoon. Exams are given in computer labs in both Stillwater and Tulsa.	Comps sign up: sandra.k.ireland@ okstate.edu, (405) 744-9483
_____	Sign up for and take the School Library Media Specialist certification exam. A study guide and application forms are available at: <a href="http://www.ceoe.nesinc.com">http://www.ceoe.nesinc.com</a> . It is recommended that students take the certification exam immediately following completion of LBSC 5823.	_____
_____	Contact the Credential Specialist in the OSU Professional Education Office (405.744.6252) to fill out the necessary paperwork for adding School Library Media to your current certification.	_____

Advisor Approval: Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand all degree and certification requirements, and I agree to assume responsibility for meeting all degree and certification requirements throughout the process.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Other Important Links:

Educational Media & Technology Student Association: <http://campuslink.okstate.edu/organization/EMT>

OSU Online Resources for Students: <http://my.okstate.edu>

OK State Department of Education: <http://www.sde.state.ok.us>

COE Scholarships: <http://education.okstate.edu/index.php/students/scholarships> (due February 1st each year)